

# Civil Service Commission Minutes

December 13, 2017

Conference call

## Members participating:

Barbara Christianson  
Bob Grandpre  
Judy Greff  
Greg Ingemunson  
Dawn Morris  
Shannon Williams

**These are draft minutes until reviewed and approved by the Civil Service Commission on March 20, 2018.**

## Others participants:

Heather Perry, BHR director of policy and special projects  
Ellen Zeller, BHR director of classification and compensation

Commissioner Christianson called the meeting to order at 9:01 a.m. CT.

### 1. Approval of agenda

The election of a vice chair was added to the agenda. Commissioner Morris moved to approve the agenda as amended. Commissioner Ingemunson seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the agenda as amended.

### 2. Approval of minutes

Commissioner Christianson said the start time listed in the October 23, 2017, meeting minutes should be 8:58 a.m., not 9:58 a.m. Commissioner Ingemunson moved that the minutes of the October 23, 2017, meeting be approved as amended. Commissioner Williams seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the minutes as amended.

### 3. Vice chair

Commissioner Christianson asked for nominations for a vice chair. Commissioner Ingemunson nominated Commissioner Morris for the position, and she accepted. Commissioner Greff moved that Commissioner Morris be elected vice chair, and the motion was seconded by Commissioner Ingemunson. Commissioners Christianson, Grandpre, Greff, Ingemunson, and Williams voted in favor of Commissioner Morris serving as vice chair. Commissioner Morris abstained from the vote.

### 4. Administrative rules

Zeller reported to the committee that the administrative rules reviewed during October's public hearing were presented to the Rules Review committee in November. The changes were passed and became effective on December 12, 2017.

**5. Pay grade changes:**

Zeller presented information about pay grades for approval:

**a. Right of Way Specialist, pay grade change from GH to GI**

**b. Wildland Fire Equipment Technician, new, pay grade GH**

Commissioner Grandpre moved to approve the pay grades. Commissioner Morris seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of approving the pay grades.

**6. Commission updates**

Perry reported the appointment of a new commissioner to replace Dan Mosteller, who had resigned in October 2017, was being finalized. She said she believed a new member with law enforcement experience would be appointed in advance of the next commission meetings scheduled for March 20, 21, and 22, 2018.

**7. Adjourning meeting**

Commissioner Ingemunson moved to approve the new classification. Commissioner Greff seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris, and Williams voted in favor of adjourning the meeting.

Commissioner Morris adjourned the meeting at 9:17 a.m.